

STATE OF CALIFORNIA CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

**Base Year Modification Request Certification**

**Part 1: Generation Study - No Extrapolation Diversion Data**

To request a substitution for a previously approved base year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

**California Integrated Waste Management Board  
 Office of Local Assistance  
 1001 I Street, (MS-25)  
 PO Box 4025  
 Sacramento, CA 95812-4025**

**General Instructions:**

Please select the **ONE** choice below that best explains your request to the Board.

- 1. Use a recent generation-based study to calculate our current reporting year generation amount, but not officially change our existing Board-approved base year.
- 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative by calling (916) 341-6199.

Section I: Jurisdiction Information and Certification			
<i>All respondents must complete this section.</i>			
I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:			
Jurisdiction Name Woodside		County San Mateo	
Authorized Signature		Title	
Type/Print Name of Person Signing		Date	Phone ( ) Include Area Code
Person Completing This Form (please print or type)		Title	
Affiliation:			
Mailing Address		City	State
			ZIP Code
E-Mail Address			

**Section II: Information for New Generation-Based Study for Existing or New Base Year**  
**Attach additional sheets if necessary—reference each response to the appropriate cell number (e.g., "4").**  
*Note: New base years must be representative of a jurisdiction's disposal and diversion.*

1. Current Board-approved existing base year:	2. Proposed new generation-based study year:
1991	1999

3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:

1999 was a normal and representative year for disposal and recycling, in that there were no singular projects or events that significantly impacted the amount of waste being generated in the Town of Woodside.

4. Enter diversion rate information below.

Diversion rate calculated using existing base year	a. -134 %	Diversion rate calculated using new generation-based study	b. 42 %
For existing base year pounds/person/day based on generation	6	For new generation based study pounds/person/day based on generation	27.27
Residential generation 47 %	Non-Residential generation 53 %	Residential generation 47% %	Non-Residential generation 53% %
Population existing generation-based study	5050	Population new generation-based study	5700

5. If there is an increase from 4a to 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples (e.g., change in jurisdiction's demographics).

A curbside collection program was implemented in 1991 which includes paper, beverage containers, scrap metal, and used motor oil. Commercial businesses are able to participate in the Town's recycling program. The town's waste hauler disposed of only 3,000 tons of waste, the remaining 13,000 tons of waste was self-hauled. The Town of Woodside has experienced a construction "boom". This high amount of self-haul waste contributes to the high pounds/person/day amount.

6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)

Please see above regarding the new/improved diversion programs. Manure composting from horse stables.

<b>7. Disposal Tonnage (enter values):</b>	3600 Residential	12961 Non-Residential	16561 Total
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Please select the ONE choice below that best explains your disposal data and complete the required tables

a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at [www.ciwmb.ca.gov/LGCentralForms/lytmndrq.doc](http://www.ciwmb.ca.gov/LGCentralForms/lytmndrq.doc))

c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at [www.ciwmb.ca.gov/LGCentralForms/lytmndrq.doc](http://www.ciwmb.ca.gov/LGCentralForms/lytmndrq.doc))

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. **Note. The Board expects the jurisdictions to be able to provide all back-up documentation, if requested.** Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes, agricultural wastes inert solids (e.g., concrete, asphalt, dirt), white goods, and scrap metal, please identify those programs/waste types and fill out Section 10. Please mark as Attachment 8 all copies of survey forms.

\*Please provide detailed Non-Residential waste information in Section 9.

Diversion Activity	Actual Tons	Relative Percent to Total Generation	(A/Total Generation)	Specific Material Type(s) (List operation with multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
<b>Residential Source Reduction Activities</b>						
Backyard composting	3	0.0%		Greenwaste	None	Survey of 42 residents/environmental planning consultants
Grasscycling	11	0.0%		Grass clippings	Appendix J-1 of Diversion Study Guide conversion factor of 350.00 pounds per 1000 Sq Ft Year CIWMB	Survey of 42 Residents/Environmental Planning Consultants
<b>Other Residential Source Reduction (list each program separately)</b>						
Thrift Store Donations	2	0.0%		Clothing and assorted household goods	Paper bag full = 7.5 pounds. Plastic garbage bag full = 15 pounds. Box full = 20 pounds. For larger items, appendix J-1 of the Diversion Study Guide was used.	Survey of 42 Residents/Environmental Planning Consultants
Manure Composting	6576	23.2%		Horse Manure	8.2 tons manure per horse per year	Town's horse permits records / Town Hall
Enter program name		0.0%				
Enter program name		0.0%				
Subtotal, Residential Source Reduction	6593	23.2%				
<b>Residential Recycling Activities</b>						
Curbside Recycling	883	3.1%		Beverage containers, newspaper and mixed paper	Actual weights.	Franchise hauler records
Buyback Centers						
Drop-off Centers						

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation with multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwm.ca.gov/LGCentral/Pans/Coops/Reduce.htm">www.ciwm.ca.gov/LGCentral/Pans/Coops/Reduce.htm</a>					
<b>Other Residential Recycling (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Residential Recycling</b>	<b>883</b>	<b>3.1%</b>			
<b>Residential Composting Activities</b>					
<b>Green Waste Drop-off</b>					
Curbside Green Waste			Greenwaste	Actual weights.	Franchise hauler records
Christmas Tree Program	309	1.1%			
<b>Other Residential Composting (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Residential Composting</b>	<b>309</b>	<b>1.1%</b>			
<b>Subtotal, Residential Diversion</b>	<b>7785</b>	<b>27.4%</b>			
<b>Non-Residential Source Reduction Activities</b>					
<b>Non-Residential Waste Audits</b>	<b>629</b>	<b>2.2%</b>			
<b>Other Non-Residential Source Reduction (list each program separately)</b>					
Town Gov't Programs	0	0.0%	Office paper	10 lbs per 1,000 sheets of paper	Environmental planning consultants
Town C&D Permits	11	0.0%	Various items salvaged from deconstruction, such as doors windows and redwood decking.	Estimates from nine contractors over a wide variety of items.	Survey of 9 building contractors/environmental planning consultants
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Non-Residential Source Reduction</b>	<b>640</b>	<b>2.3%</b>			

Diversion Activity	Actual Tons	Relative Percent to Total Generation (A/Total Generation)	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
<b>Recycling</b>					
Non-Residential Waste Audits*	221	0.8%	See Section 9	See Section 9	See Section 9
Other Non-Residential Recycling (list each program separately)	7	0.0%	Various items from deconstruction.	Estimates from nine contractors over a wide variety of items.	Survey of 9 building contractors/environmental planning consultants
Enter program name					
Enter program name					
Subtotal Non-Residential Recycling	227	0.8%			
<b>Non-Residential Composting</b>					
Non-Residential Waste Audits*	1914	6.7%	See Section 9	See Section 9	See Section 9
Other Non-Residential Composting (list each program separately)	124	0.4%	Woodwaste	108 pounds per cubic yard, from Appendix J-1 of Diversion Study Guide.	Local landscapers & tree trimmers surveyed
Landscapers Woodwaste		0.0%	Woodwaste	109 pounds per cubic yard, from Appendix J-1 of Diversion Study Guide.	Environmental planning consultants
Town Govt. Programs	7				
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Composting	2045	7.2%			
Subtotal Non-Residential Diversion Residential/Non-Residential Diversion Activities	2912	10.3%			
ADC	735	2.6%	C & D debris (264) and greenwaste (471)	Actual weights.	Land fill operator
Sludge					
Scrap Metal					
Construction and Demolition	378	1.3%	Wood (18.7), wood chips (162.6) concrete (141.1), metal (35.8), cardboard (15.2) and gypsum (4.1)	Actual weights.	Waste hauler records
Landfill Salvage					
Subtotal Residential/Non-Residential Diversion	1113	3.9%			
Total Res/Non-Res. Source Reduction Tons	7233	25.5%			
Total Diversion Tons	11810	41.6%			
Total Disposal Tons from Sec.7	16561	58.4%			
Total Generation Tons (Div+Dis)	28371				
Diversion Rate		42%			

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation with multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwmf.ca.gov/LGCentral/Pans/Coops/Reduce.htm">www.ciwmf.ca.gov/LGCentral/Pans/Coops/Reduce.htm</a>	(A)	$\frac{(A)}{\text{Total Generation}}$			

9. Specific Non-Residential Sector Waste Audits--Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets. **(Table will perform all addition calculations).**

Type of Non-Residential Generator	Audit Reference Number	Specific/Major Diversion Activities Include Material Type (e.g., paper recycling, grasscycling). (List activities on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other _____	
Horse Stable	3	Horse Manure Composting			738	738	2.6%	P	
Horse Stable	5	Horse Manure Composting			533	533	1.9%	O	
Country Club	4	Grasscycling	532	0		532.4	1.9%	O	
Horse Stable	7	Horse Manure Composting			180	180.4	0.6%	P	
Grocery Store	8	Cardboard Recycling, rendering	1	151		151.9	0.5%	O	
Horse Stable	9	Horse Manure Composting			148	147.6	0.5%	Town horse permit listing	
Horse Stable	6	Horse Manure Composting			115	114.8	0.4%	Town horse permit listing	
Horse Stable	11	Horse Manure Composting			107	106.6	0.4%	Town horse permit listing	
Church	13	Rummage Sales	73			73.2	0.3%	O	
Retail	14	Cardboard Recycling	5	49		53.6	0.2%	O	
<b>Totals</b>							<b>1820.4</b>	<b>9.3%</b>	

Also provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type, and applicable conversion factors/sources. Include copies of survey form(s) used.

Summarize the non-residential diversion activities for the top 10 generators quantification methodology, and applicable conversion factors and sources (e.g., cardboard recycling, quantified by monthly tonnage receipts provided by the contact person at the business).

Horse Manure Composting. The conversion factor of 8.2 tons of horse manure for a large horse per year is within the range of 7.3 to 10.9 tons per year listed in an early draft of Appendix J-1 of Diversion Study Guide. All of the horses in the town's commercial stables are large horses. Business 1: 90 horses @ 8.2 tons of horse manure a year. Business 2: 65 horses @ 8.2 tons of horse manure a year. Business 4: 22 horses @ 8.2 tons of horse manure a year. Business 6: 18 horses @ 8.2 tons of horse manure a year. Business 7: 14 horses @ 8.2 tons of horse manure a year. Business 8: horses @ 8.2 tons of horse manure a year.

Grasscycling: The tonnage for grasscycling was calculated by multiplying the number of acres by 7.6 tons per acre per year, a conversion factor in Appendix J-1 of Diversion Study Guide. Business 5: 70 acres (per the Golf Course Superintendent) @ 7.6 tons per acre.

Rendering Recycling: Business 3: Actual weight. Business 5: One 60 cubic foot container a month @ 57 pounds per cubic foot, a conversion factor in Appendix J-1 of Diversion Study Guide.

Cardboard Recycling: Business 5: 10 bales a week @ 500 pounds per bale. Business 10: 5 small bales a week @ 375 pounds per bale.

Rummage Sale: Business 10: Estimates by church volunteer for a wide variety of clothing, household and other goods, but no restricted waste. The church has been conducting two annual rummage sales for approximately 100 years. They are significant community events.

10. For each restricted waste type (i.e., agricultural waste, inert solids, [e.g. concrete, asphalt, dirt, etc.] scrap metals and white goods [PRC section 41781.2]) and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table.

**Note:** program name refers to one specific diversion program for that waste type (e.g., "Diversion conducted by city public waste dept."

Restricted Waste Type	Specific Program Name	Year Started	Tonnage
Scrap Metal	▼ C & D Debris Box Recovery	1996	36
Inert Solids	▼ C & D Debris Box Recovery	1996	141
Inert Solids	▼ C & D Landfill ADC	1999	264
Pull Down for Waste Types	▼		
Pull Down for Waste Types	▼		
Pull Down for Waste Types	▼		

b. If the diversion program started before January 1, 1990 - and if documentation on the program and waste type has not been approved by the Board - on a separate sheet marked "Attachment 10b", provide the documentation that indicates:

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion (PRC sec. 41781.2 [c] [1]).
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (**Note** : this criterion is applicable to the entire jurisdiction, not to individual programs (PRC sec. 41781.2 [c] [2]). Please include documentation.
- That the jurisdiction is implementing, and will continue to implement, the diversion programs in its source reduction and recycling element.

**Note:** If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.

Instead please provide date of Board approval of previously submitted information. \_\_\_\_\_ (Date)

If documentation is not available, go to 10d.

c. If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Diversion Tonnage
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. **Note** : Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Tonnage	1990 Diversion Tonnage	Difference
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			



AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	RECYCLING (Non-Green Waste Recovery)			AS	AT	AU	AV	AW	AX
													MANURE	GREEN WASTE	MANURE						
	cartridges returned to	pallets returned to	pallets returned to	container trays	cardboard boxes	cardboard boxes	cardboard boxes	crates returned to	paper returned to	grasscycled lawns	recycled landscaping	manure compost	Collection (lbs/yr)	Beverage Containers	Beverage Containers	mixed paper (lbs/yr)	picked up by a	baled cardboard			
1																					
2	polyback books																				
3																					
4																					
5																					
6																					
7																					
8																					
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46	0.56	0.06	17.40	9.36	2.96	0.71	5.98	0.44	0.30	732.52	14.44	590.4	3.90	8.00	0.00	19.92	0.07	195.00			
47	1.08	2.5	40	40	1	1.25	2.2	3.5	0.01	7.62	47	8.2	actual	463	0.1	383	actual	750			
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